

MINIMAL AWARDS

15 APRIL 1977

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☒ SECRET

Approved For Release 2001/09/04 : CIA-RDP80-00706A000100130001-1

### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY  
SUGGESTION AND ACHIEVEMENT  
AWARDS COMMITTEE  
1001 AMES BUILDING

EXTENSION

NO.

2086

DATE

13 April 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DC/BSD  
5E 56 Hqs.

14 Apr 77 CUB

1 to 5: For your information.

2. C/BSD  
5E 56 Hqs.

4/14 JES

6: Attached are 16 Minimal Award cases for your approval.

3. DD/Pers/SP  
5E 56 Hqs.

15 APR 1977

RG

4. Exec Asst/OP  
5E 58 Hqs.

/

5. DD/Personnel  
5E 58 Hqs.

6. Chairman, SAAC  
5E 58 Hqs.

15 APR 1977

J

7.

8.

9. EXECUTIVE SECRETARY  
SUGGESTION AND ACHIEVEMENT  
AWARDS COMMITTEE  
1001 AMES BUILDING

4/19/77 JES

10.

11. Joan  
Laret

[Redacted]

Wait till we get  
SP cases approved JES

12.

13.

14.

15.

Approved For Release 2001/09/04 : CIA-RDP80-00706A000100130001-1

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-485: dated 23 June 1975

GS-07

DC/SSS

Directorate of Administration/OS

STATINTL

A. Summary of Suggestion

Install plexiglass shields over the food in the Rendezvous Room at Headquarters as a health measure.

B. Evaluation

1. OL declined this suggestion in July 1975 because the GSI Cafeteria Manager stated that the shield or "sneeze screen" suggested is not a very effective measure in preventing food contamination. The major source of food contamination by foreign matter is the use of customer hands, i.e., handling of serving implements, etc., around the food and self-service area. This cannot be effectively prevented.

2. In August 1975, the suggester discussed his proposal with FDA and Fairfax County Department of Health and determined glass shields are required by law.

3. OL then contacted OGC who determined that both the Commonwealth of Virginia and the County of Fairfax have provisions in their respective codes that require counter-protector devices (memo attached).

4. The plexiglass shields were installed in the Rendezvous Room in late February 1977. OL/LSD said no cost was involved. GSI found a shield, formerly in use, and had their employees install it. About 88 persons daily use the Rendezvous Room for lunch in addition to those attending after-hours functions.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$50 award (MODERATE/EXTENDED).

D. Decision of the Chairman

  
Chairman, Suggestion and Achievement  
Awards Committee

15 Apr 77  
Date

STATINTL

\$0. -

Award

Att

OGC 75-4285  
18 November 1975

STATINTL

MEMORANDUM FOR: [REDACTED] /LSD/OL

SUBJECT : Suggestion No. 75-485 - Plexiglass Shield Over Food in  
Rendezvous Room

1. This Office has reviewed appropriate statutes to determine the existence of a legal requirement to install a protective screen over the food service area in the Rendezvous Room. In our opinion, such a requirement exists.

2. Currently both the Commonwealth of Virginia and the county of Fairfax have provisions in their respective codes relating to the protection of foods placed on display. Title 35, Code of Virginia §36 provides that: "All foods shall be effectively protected from contamination. Adequate refrigeration shall be provided for all perishable foods." Additionally, § 29 of the same title states: "Nothing contained in this chapter shall in any way limit the power of any county, city or town to prescribe by ordinance for the regulation of sanitary conditions in restaurants located therein."


3. Section 20-5(c) of the Code of Fairfax County is more specific and requires the installation of "effective, easily cleanable, counter-protector devices or similar types of protective equipment." The location of the Headquarters Building in the county of Fairfax and fact that the Federal Government does not have exclusive but only concurrent jurisdiction over the property upon which it is located, requires Agency compliance in these circumstances with the cited regulations.

4. The Fairfax County Code provision is essentially a verbatim copy of a similar provision in regulations proposed by the Food and Drug Administration and published for comment in a recent issue of the Federal Register. Mr. David Dunlap of the regional office of the FDA indicated that the absence of counter-protective devices is currently being noted as a deficiency on the FDA inspection report based on a 1962 "Code" and that appropriate recommendations are being made to GSA to remedy the deficiency. Mr. Terry Coleman of the Office of General Counsel at FDA, the attorney who worked on the proposed regulations, indicated that the 1962 "Code" referred to by Mr. Dunlap was an FDA advisory regulation contained in Public Health Service Pamphlet No. 934, Food Service and Sanitation (1962 Recommendations), 1963.

Administrative - Internal Use Only

5. In order to avoid conflicts with existing local laws and what, in all probability, will subsequently be more stringent Federal directives, it is recommended that appropriate protective screens be installed.

STATINTL

  
Office of General Counsel

Administrative - Internal Use Only

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-152: dated 24 October 1975  
[REDACTED], GS-12  
Personnel Officer  
Directorate of Science and  
Technology/NPIC

STATINTL

A. Summary of Suggestion

1. Background

STATINTL

Some cypher lock controls in [REDACTED] were located so that it was possible for an individual activating the cypher control to be struck and injured by an access door being opened by a person exiting the controlled area.

2. Suggestion

Move the cypher control activating boxes a short distance from their current locations and out of the path of the door when opened.

B. Evaluation

STATINTL

1. A representative from Headquarters/Office of Security surveyed the cypher lock controls in Building [REDACTED] for possible safety hazards and determined that there were eight locations in which there was sufficient space to move the cypher locks. NPIC/Logistics Branch has completed the move of the cypher lock controls in these locations.

2. NPIC rated intangible benefits MODERATE/EXTENDED and recommended a \$100 award for this safety improvement. Although there were no reported serious accidents, many employees have been struck by cypher doors opening into the hallways, have spilled food and have incurred minor injuries.


3. Safety Branch concurred in the recommended award.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$100 award (MODERATE/EXTENDED).

D. Decision of the Chairman

STATINTL

  
Chairman, Suggestion and  
Achievement Awards Committee

15 Apr 77  
Date

100. -  
Award



SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-211: dated 11 June 1975  
[REDACTED], GS-05

FPO  
Directorate of Science and  
Technology/NPIC

STATINTL

A. Summary of Suggestion

1. Background

STATINTL

On each landing of the [REDACTED] center stairway up to the fourth floor and on the south stairway on landings 2, 3 and 5, there was enough space between the handrail to permit a person to fall. If something were spilled in one of these areas, a person could easily slip and there was nothing to prevent the person from falling through the railing to the next floor.

2. Suggestion

Install stairwell restraining devices in the center and south stairways on the landings to prevent a person from falling through. Some 600/700 employees use these two stairways alone.

B. Evaluations

STATINTL

1. NPIC said [REDACTED] tenants (OIA, USAIIC, and DIA) as well as visitors sometimes use the stairs. In case of fire, the whole building must evacuate by the stairs. The restraining devices prevent a person from falling through the railing and possibly causing serious or permanent injury. The restraining devices were installed in December 1976. Director, NPIC wants to speed up evacuation time. The elevators are out quite a bit at the center and south portions of the building; the freight elevator is in that area and a great number of employees use the stairways during normal times; also, there are chemicals at the center and south portions of the building which makes the need for safe and speedy

evacuation even more important. NPIC rated intangible benefits SUBSTANTIAL/EXTENDED.

STATINTL

2. [REDACTED] CIA Safety Officer said:

"This was a good and timely suggestion. Safety Staff had recommended this improvement years ago in their safety inspections but the work never was done. The suggester would not have known about Safety's recommendations so it was a very good suggestion and shows initiative on the part of an FPO. If it would prevent one serious fall, it is worth a \$150 award."

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$150 award (SUBSTANTIAL/EXTENDED).

D. Decision of the Chairman

STATINTL

[REDACTED]  
Chairman, Suggestion and Achievement  
Awards Committee

15 Apr 77  
Date

150. -

Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-221: dated 11 December 1975  
MORRIS, Joseph B., WG-9  
Painter  
Directorate of Administration/OL  
(GSA - McLean Field Office)

A. Summary of Suggestion

1. Background

The 12 x 12 metal inspection plates in the Headquarters Building floor cost approximately \$9.74 and the life expectancy was two weeks to five years depending on the traffic areas. The plates had a crush pressure of only 16,000 pounds (in the center). They were often crushed by the heavily laden electric trucks used throughout the building. The crushed plates created a safety hazard.

2. Suggestion

The suggester designed a new plate 1/8" thick which has a low profile reinforcement that will withstand pressure in excess of 35,000 pounds. The new plates should have an indefinite life expectancy, eliminating the need for replacement.

B. Evaluation

1. Detailed OL evaluation attached.

2. CIA Safety Officer, concurred in a \$25 award for the safety benefits. There have not been any recent accidents caused by tripping on the plates.


C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$25 Award (MODERATE/LIMITED).

D. Decision of the Chairman

STATINTL

  
Chairman, Suggestion and Achievement  
Awards Committee

15 Apr 77

Date

25. -

Award

Att

28 FEB 1977

MEMORANDUM FOR: Executive Secretary, Suggestion and Achievement  
Awards Committee

STATINTL

FROM : [REDACTED]  
Chairman, Internal Suggestion Awards Panel, OL

SUBJECT : Replacement of Metal Inspection Plates in CIA  
Headquarters Buildings Floors

REFERENCE : (a) Employee Suggestion 76-221 dtd 11 Dec 75,  
same subject (OL 5 6260)  
(b) Memo dtd 9 Aug 76 to ES/SAAC fr C/ISAP/OL  
same subject (OL 6 10,146)  
(c) Ltr dtd 6 Jan 77 to McLean Field Office, GSA  
fr Regional Commissioner, subject: Suggestion  
Approval

1. We have concluded our evaluation of the subject suggestion and have determined that the suggested reinforced 1/8-inch inspection plates definitely constitute an improvement over the unreinforced plates presently in use.

2. Originally, the inspection ports in the Headquarters Building floors were designed with a 1/8-inch recess to accommodate a removable steel cover plate of equal thickness. This arrangement works very well in those areas of the building which are not frequented by heavily loaded equipment; however, in the areas where forklifts are constantly in operation, the standard plates are not strong enough to support the additional weight.

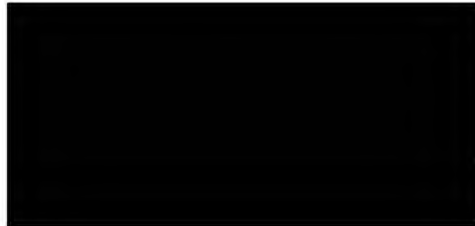
3. In an effort to extend the life of these plates, and ultimately to reduce the cost incurred by frequent replacement, the General Services Administration (GSA) adopted a policy of replacing damaged plates with plates made of 3/16-inch steel. The thicker plates succeeded in solving the problem of frequent replacement; however, they protrude slightly above the level of the floor and there have been some complaints about tripping over the raised edge.

OL 7 0847

SUBJECT: Replacement of Metal Inspection Plates in CIA Headquarters  
Buildings Floors

4. After having tested one of the 1/8-inch reinforced plates for a period of 14 months, it was compared with one of the 3/16-inch unreinforced plates that had been in place for roughly the same period. On the basis of this comparison, it appears that the 1/8-inch reinforced plates provide the strength and durability currently achieved by the 3/16-inch unreinforced plates. Inasmuch as the 1/8-inch plates do not create a safety hazard by protruding above the level of the floor, it is recommended that they be used in cases where the additional strength is required.

5. Attached herewith is a letter from the Regional Commissioner, Public Buildings Service, GSA which advises the suggester that his suggestion has been adopted and that an award in the amount of \$25 has been approved. In view of this information and in further recognition of the fact that no monetary savings will accrue to the Agency, an additional award based on the savings aspect does not seem appropriate. However, it does seem that a safety improvement is likely to accompany the implementation of this suggestion and may merit an award from the safety standpoint. Therefore, it is recommended that this case be forwarded to the Safety Branch, Office of Security for their evaluation and recommendation.



STATINTL

Att



DATE: 06 Jan 1977

Region 3  
Washington, DC 20407

REPLY TO  
ATTN OF: 3BPR

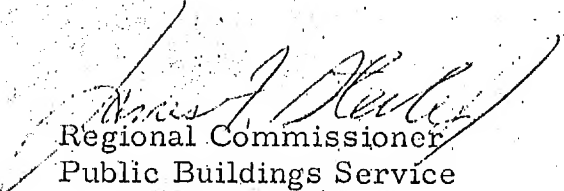
SUBJECT: Suggestion Approval

Mr. Joseph B. Morris  
Arlington Area  
McLean Field Office

Your suggestion R3-76-199, submitted on December 12, 1975, concerning 12 x 12 inspection metal plates has been adopted.

I am pleased to inform you that a cash award in the amount of \$25 has been approved. This amount, of course, is subject to income tax. On behalf of Region 3, I wish to express appreciation for your interest in effecting improvement and economy in our operations. Keep your suggestions coming in!

A copy of this letter will be placed in your personnel folder.

  
Regional Commissioner  
Public Buildings Service

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-250: dated 22 January 1976  
[REDACTED] GS-13  
Personnel Officer  
Directorate of Administration/OP

STATINTL

A. Summary of Suggestion

Make Standard Form No. 66A, Official Personnel Folder Tab Insert, copy attached, available as a pinfeed form to allow for automatic label production. The continuous pinfeed form would make it possible to more effectively convert existing files to the new label format to include the social security number. In addition, a continuous pinfeed form would allow the automatic printing of labels for new employees, ensuring consistency in name and number format in both manual records and machine systems.

B. Evaluations

1. OP/Review Staff evaluated this case and suggested referral to CSC to determine if other agencies might find the pinfeed form to be of advantage. Civil Service Commission conducted an informal survey and found that very few agencies would use a marginally punched version of SF-66A for computerized printing. GSA prepared a printing requisition for the new construction to measure the cost effectiveness. Although the cost of printing the marginally punched form is virtually the same as the construction of the former form, the final product is more accurately perforated. This makes the tabs easier to insert on the Personnel Folder and less likely to slip out during handling. Therefore, SF-66A's are now being printed as a marginally punched form. CSC has sent CIA a "Beneficial Suggestion Certificate" for presentation to the suggester.

2. Chief, Records Administration Branch stated that the value of the revised form to CIA lies in the fact that all Personnel Folder labels must now include the employees Social Security Number. Since this is a large one-time job, computer printing of the labels is the most practical. Subsequent labels for folders would be manually prepared, but even then a continuous perforated format would be much easier to work with, especially when the quality of the perforations will be greatly improved. C/RAB recommended a \$50 award based on MODERATE/EXTENDED intangible benefits.




C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$75 award (MODERATE/EXTENDED).

D. Decision of the Chairman

STATINTL

  
Chairman, Suggestion and  
Achievement Awards Committee

15 Apr 77  
Date

75.-  
Award

Att

LAST NAME

FIRST NAME

M.I.

D.O.B.

LAST NAME

FIRST NAME

M.I.

D.O.B.

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Approved For Release 2001/09/04 : CIA-RDP80-00706A000100130001-1

Standard Form 66 A  
October 1960

Prescribed by U.S. Civil Service Commission  
Federal Personnel Manual R-1

16-78174-1 GPO

Official Personnel Folder Tab Insert  
(for use with SF 66)  
66-201

25X1A

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**Next 1 Page(s) In Document Exempt**

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-79: dated 2 September 1976

STATINTL

[REDACTED] (GS-11 equiv.)  
Mechanic-Leader  
Directorate of Administration/OL

A. Summary of Suggestion

1. Background

The OL/LSD/SM&FB/Carrier Maintenance Section mechanic journeymen responded to trouble calls throughout Headquarters on foot carrying the required tools and necessary repair parts. In many instances, two trips or more were required from the shop to the trouble spot just to transport needed parts. (CMS maintains over 30 miles of tubing and 167 tube stations in Headquarters Building.)

2. Suggestion

Provide the Carrier Maintenance Section with an electric utility cart and battery charger like the one used by the Headquarters Building GSA Electric Shop. (Example attached.)

B. Evaluation

1. OL said the cart and charger were received on 30 November 1976 (cost \$1,295). The battery-operated cart reduces response time to trouble calls and in many instances the need for return trips to the shop for tools and replacement parts. This more efficient use of time during normal duty hours will provide more time for routine maintenance and, possibly, reduce the likelihood of future malfunctions.

2. Tangible savings:

a. Each trip has saved 3 1/2 minutes travel time from shop to job site. In FY 76, there were 970 blocked lines and/or service calls -

970 calls x 3.5 minutes saved  
per call = 56 hours and 35  
minutes

b. Return trips eliminated (because more material can be transported by cart) an average of 1 in 4 trips would be eliminated -

970 calls ÷ 4 = 242.5 (1 out  
of 4 trips eliminated) x 6  
minutes = 24 hours and 15  
minutes

c. Carrier pickup and returns. Many more carriers can be transported via cart. The pickups are: two times a day, three times a week, fifty-two weeks a year:

312 x 9.5 minutes = 49 hours and  
24 minutes

Total man-hour savings - 130 hours 14 minutes @ \$8.41  
per hour = \$1,095 annual savings.

3. Intangible benefits: reduced tube down-time since travel time to and from the job site is faster and more efficient (SUBSTANTIAL/EXTENDED).


C. Recommendation of Executive Secretary

1. Job related but sufficiently meritorious to warrant special recognition.

2. \$300 award based on annual savings of \$1,095 (\$105), plus SUBSTANTIAL/EXTENDED (\$195) intangible benefits.

D. Decision of the Chairman

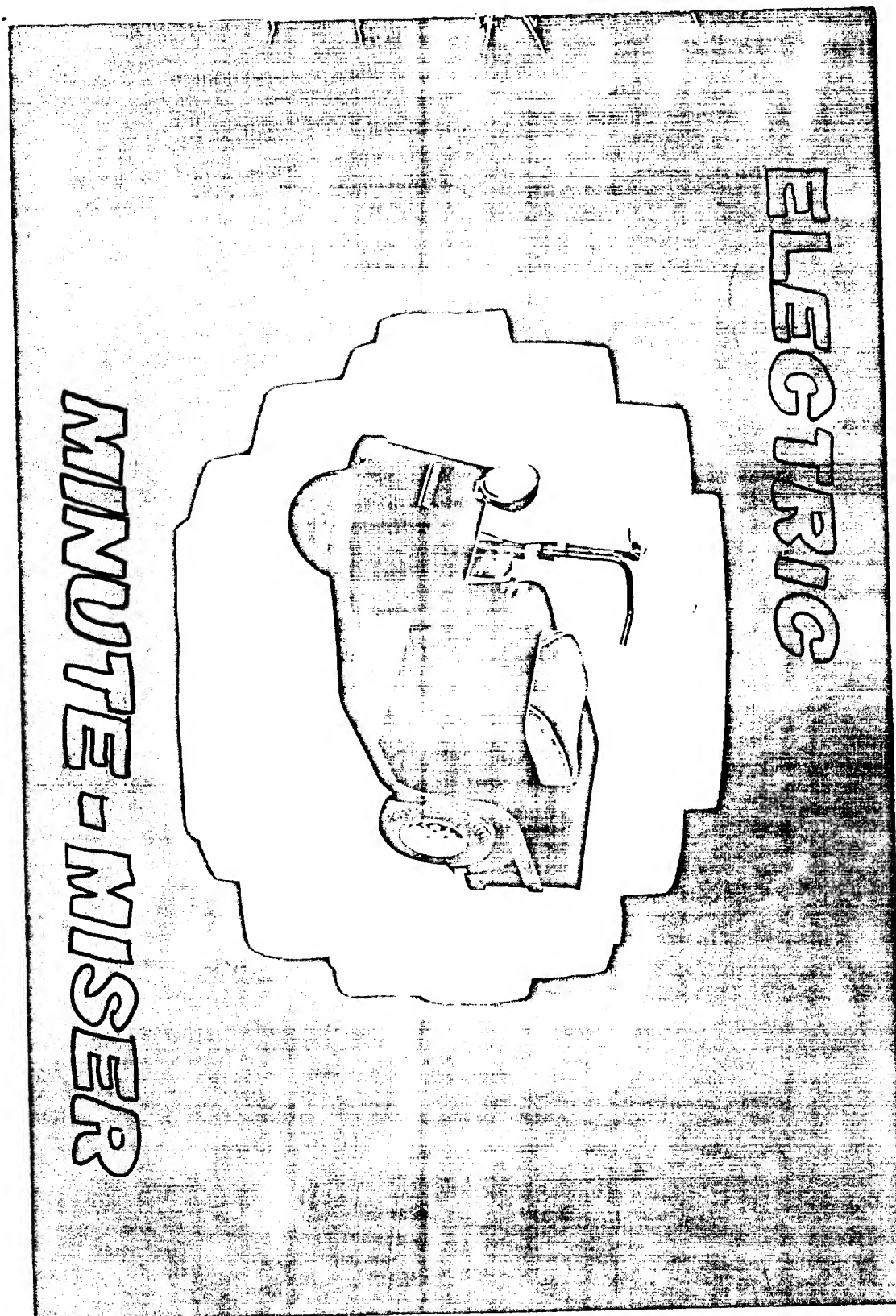
STATINTL

  
Chairman, Suggestion and Achievement  
Awards Committee

15 Apr 77  
Date

300.-  
Award

Att



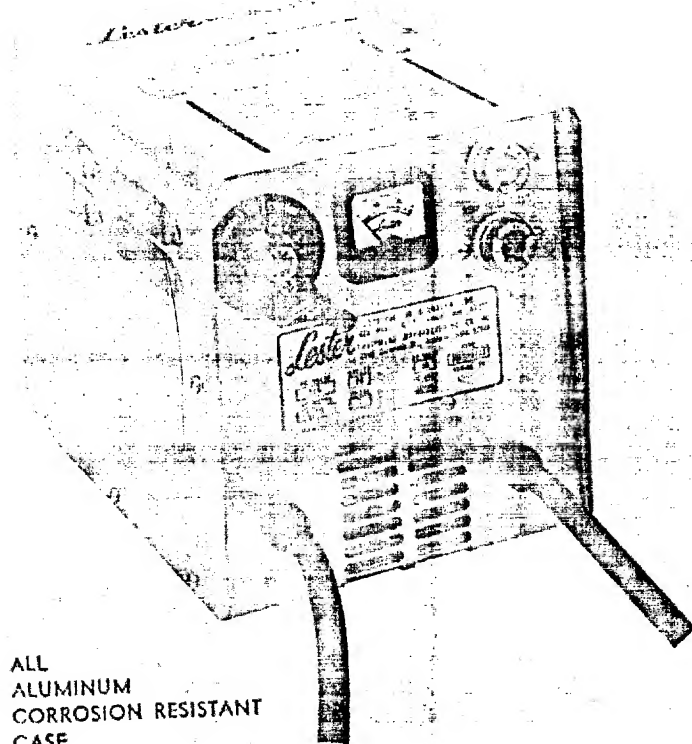
# CUSHMAN MOTORS

**PROVEN**

over the years...  
IN THE FIELD!

## Lester-MATIC

## BATTERY CHARGER



ALL  
ALUMINUM  
CORROSION RESISTANT  
CASE

Compensates automatically for AC supply voltage variations 105-128 Vac.  
Supply voltage variations  $\pm 10\%$  from 117 volts = maximum. Battery voltage variation  $\pm 1\%$  decreasing to  $\pm 1/2\%$  at finish rate with constant electrolyte temperatures.  
No taps or rate controls to set.

### FEATURES:

Pioneered by Lester in 1947 and proven in 100,000 chargers.

- Automatic taper of charge rate for superior battery life through good equalization of cells and low water use rate.
- Silicon diodes with inherent surge protection operated at a conservative percentage of their rating. 100,000 units have proven the highest reliability of motive power chargers.
- Convection cooled design for maximum reliability and minimum maintenance.

### ADDED FEATURES:

- Line voltage compensation achieved by flux oscillator circuit applied to battery chargers by Lester in 1962 for high reliability. "Minute-man" missile standby applications.

### SPECIFICATIONS

AC Supply: 105-128 volts 60 cycles single phase

|                          |                      |
|--------------------------|----------------------|
| 36 Volts Model 36LC25T12 | 13 to 2.5 Amps Input |
| 24 Volts Model 24LC25T12 | 10 to 2 Amps Input   |
| 18 Volts Model 18LC25T12 | 6 to 1.5 Amps Input  |

Charge Rate: 25 Amps tapering to 2 Amps. for 120-220 ampere hour batteries (20 hr. rate)

Connections: 9 ft. DC cord (specify plug and polarity)  
6 ft. AC cord with moulded plug

Dimensions: 11" H x 8 3/4" W x 12 1/4" D

Shipping Wt. 43 pounds

Mounting: Set on shelf, wall mount with keyholes or hang from ceiling securely.

### WARRANTY

Administered by approved service agencies in all major cities for one year against defects in materials or workmanship.

FOR REPAIR MANUAL, ADVISE US SERIAL NUMBER OF CHARGER

Form 18

ELECTRICAL OF NEBRASKA 625 W. 7th St. Lincoln, Nebraska 68522

LESTER EQUIPMENT MANUFACTURING CO., INC. 2840 Coronado St. Anaheim, Calif. 92804

Approved For Release 2001/09/04 : CIA-RDP80-00706A000100130001-1



**ADMINISTRATIVE INTERNAL USE ONLY**

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-152: dated 1 November 1976  
[REDACTED], GS-11  
Electronic Specialist  
Directorate of Administration/OC

STATINTL

A. Summary of Suggestion

1. Background

The Data Test Set gained access to the SC-1 D.C. Patch Panel via specially made external patch cords. The cords were allowed to drape across the front of the SC-1 Terminal, thus becoming an obstruction to other operations. The possibility also existed that the Data Test could accidentally be pulled off the terminal.

2. Suggestion

Wire the Data Test Set directly to the SC-1 D.C. Patch Panel via the 3A3PB1 Terminal Block, using spare jacks (instructions attached). Smoother operation of the D.C. Patch Panel results because only conventional patching is now needed and no cords are draped across the terminal, creating the danger of the Data Test Set being dropped.

B. Evaluation

1. OC is conducting a test to implement the above change. A Modification Work Order will then be issued.

2. The suggestion results in more conventional operation of the SC-1 Patch Panel and improves the general appearance of the terminal by not having cables hanging over the front when the data test set

**ADMINISTRATIVE INTERNAL USE ONLY**

**ADMINISTRATIVE INTERNAL USE ONLY**


is in use. This suggestion also eliminates the possibility that the data test set can be pulled from the SC-1 rack and damaged. While no sets have been damaged to date, the possibility of an accident increases as more and more are installed. OC estimates that 49 sets will be in operation by the end of 1977 at a cost of \$2,000 each.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$200 award based on a cost avoidance of \$2,000 (\$150), plus MODERATE/EXTENDED (\$50) intangible benefits.

D. Decision of the Chairman

STATINTL

  
Chairman, Suggestion and Achievement  
Awards Committee

15 Apr 77  
Date

200. -

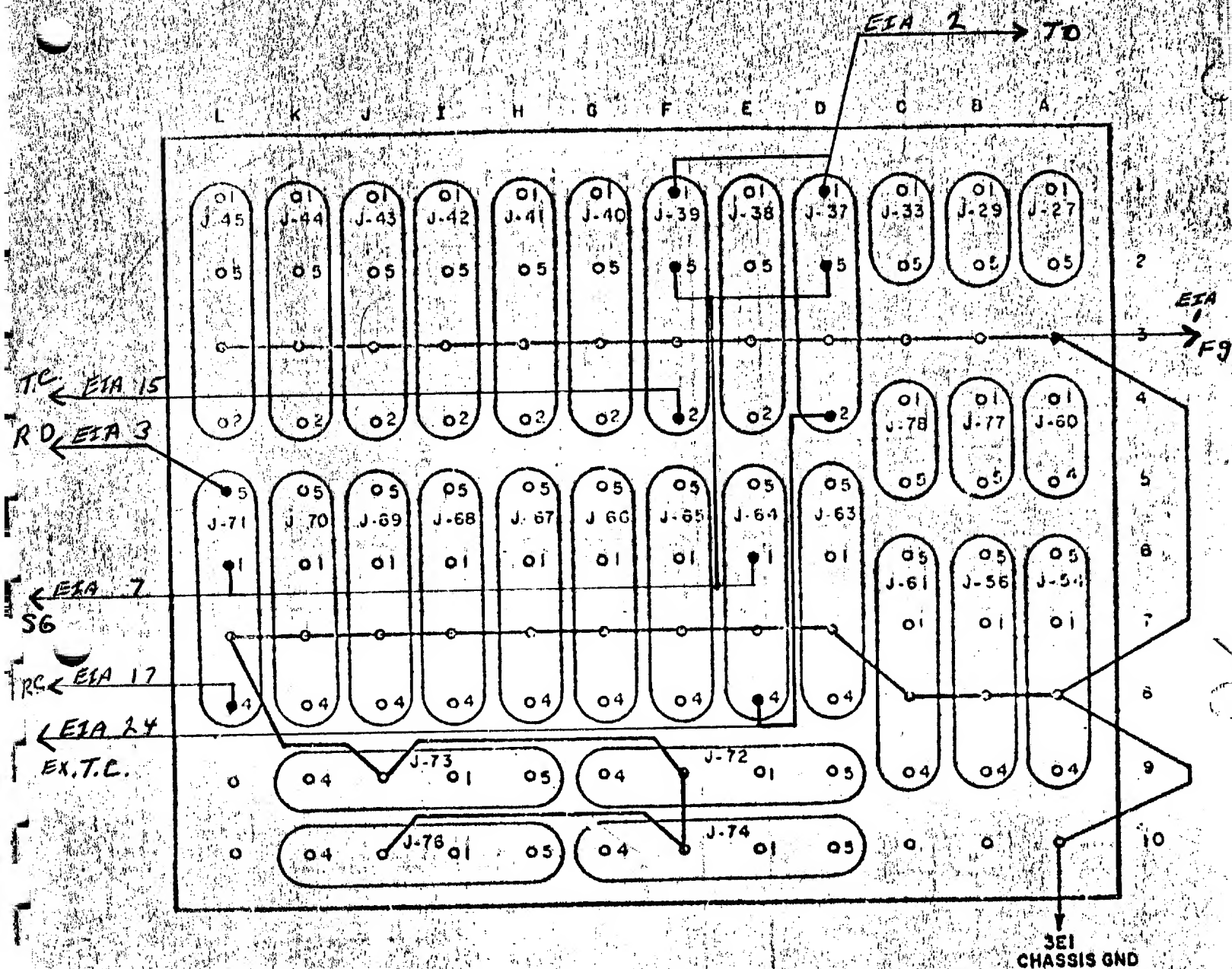
Award

Atts

**ADMINISTRATIVE INTERNAL USE ONLY**

| EIA CONNECTOR<br>PIN | WIRING | SC-1 3A3 PB1   |
|----------------------|--------|--|
| 1 Frame Ground       | to     | 3-A (Chassis ground)   |
| 2 TX Data            | to     | 1-D (J-37)<br>1-F (J-39) Strap   |
| 3 RX Data            | to     | 5-L (J-71)   |
| 7 Sig Ground         | to     | 2-D (J-37)<br>2-F (J-39) Strap<br>6-E (J-64) Strap<br>6-L (J-71) Strap |
| 15 TX CLK            | to     | 4-F (J-39)   |
| 17 RX CLK            | to     | 8-L (J-71)   |
| 24 Ext. TX. CLK      | to     | 8-E (J-64)<br>4-D (J-37) Strap   |

[illegible]



# NOTES:

1. J numbers reference the jack to which the pins are wired.
2. The numbers beside the pins reference the pin number on the jack to which the pin is wired.
3. Jack connections are as below:

| Connections | J27 thru J52 Pin No. | J53 thru J78 Pin No. |
|-------------|----------------------|----------------------|
| TIP         | 1                    | 5                    |
| RING        | 2                    | 4                    |
| SLEEVE      | 5                    | 1                    |

SECRET

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

25X1A SUGGESTION NO. 77-188: dated 23 November 1976  
[REDACTED] GS-12  
Intelligence Research Specialist  
(DIA Employee)  
Directorate of Science and  
Technology/NPIC

A. Summary of Suggestion

1. Background

The computer printed form used by NPIC/Priority Exploitation Group for first phase reporting contained the Order of Battle printout which was not used by PEG.

2. Suggestion

Change the Report Format Table used by the computer to format the form, to eliminate the Order of Battle printout from PEG copies of the form.

B. Evaluation

1. NPIC said that both IEG and PEG photo interpreters use the same computer printout forms for first phase reporting with the exception that PEG does not need the Order of Battle printout to fulfill their requirements.

2. By simply changing the Report Format Table the computer uses to format the form, the entire form required by PEG is now printed on one page instead of two. The suggestion was adopted in December 1976 and will be used until May 1977 as an interim measure until PEG receives its own software. The total paper savings for this time frame is \$45 (50 targets per day at an estimated \$.01 per sheet). NPIC said that there are no intangible benefits.

3. NPIC recommended a Certificate of Appreciation.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. Certificate of Appreciation.

SECRET

E2 IMPDET CL BY 060128

~~SECRET~~

D. Decision of the Chairman

25X1A

[REDACTED]  
Chairman, Suggestion and  
Achievement Awards Committee

15 Apr 77  
Date

C.A.  
Award

~~SECRET~~

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-209: dated 13 December 1976

[REDACTED], GS-06  
Computer Technician  
Directorate of Operations/ISS

STATINTL

A. Summary of Suggestion

DDO/Information Services Staff compile a computer Master Library Index to include program names, member names, responsible programmers and other pertinent library information. This system provides, on demand, a better control of the library functions associated with the various program libraries.

B. Evaluations

1. DDO/ISS adopted the suggestion in November 1976. It requires less leg work than previously and facilitates keeping track of about 400 programs. The computer technician now has an up-to-date printout; changes are entered at the terminal to keep the listing current.

2. The suggester's system consumes time to feed the data into the computer; however, the system is much more efficient. Although additional costs are involved in computer usage, the computer time is available, providing a much improved system.

3. The suggester's system will be replaced, at some near future time, by a commercially available software system that will resolve not only the problems surfaced by the suggester but also most, if not all, of the other data base management problems that exist.


C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$50 award (MODERATE/LIMITED).



D. Decision of the Chairman

STATINTL

  
Chairman, Suggestion and  
Achievement Awards Committee

15 Apr 77  
/Date

50. -  
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-211: dated 9 December 1976  
[REDACTED] GS-10  
Supply Officer  
Directorate of Administration/OL

STATINTL

A. Summary of Suggestion

Eliminate the sorter on the Xerox 3600I located in OL/Supply Division/Supply Management Branch, Room [REDACTED] Building, since the sorter is rarely used.

STATINTL

B. Evaluation

1. OL terminated rental of the sorter on 28 February 1977. The sorter has since been picked up by Xerox Corporation. Monthly savings for rental of the sorter are \$80 or \$960 annually.

2. OL recommended an award based on annual savings of \$960.

C. Recommendation of the Executive Secretary

1. Not line of duty.

2. \$100 award based on annual savings of \$960.

D. Decision of the Chairman

[REDACTED]  
Chairman, Suggestion and  
Achievement Awards Committee

15 July 77  
Date

STATINTL

100.-

Award

STATINTL

Approved For Release 2001/09/04 : CIA-RDP80-00706A000100130001-1


Approved For Release 2001/09/04 : CIA-RDP80-00706A000100130001-1

C. Recommendation of Executive Secretary

1. Not line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

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Chairman, Suggestion and Achievement  
Awards Committee

15 Apr 77  
Date

C. A.  
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-251: dated 24 January 1977  
[REDACTED] GS-05

STATINTL

PI Clerk  
Directorate of Administration/OP

A. Summary of Suggestion

Modify Form 3837, Privacy Act Record of Inquiry and Data Released, to include a record of all information released on an employee, whether it is verified or denied (sample of former and modified form attached).

B. Evaluation

1. OP said that the standard abbreviations proposed have been adopted by Transactions and Records Branch for use on Form 3837. It will not be used by Retirement Counseling External Assistance Branch because they do not use Form 3837. Most of their verifications are at the specific written request of the employee.


2. Central Cover Staff, also involved in employment verification, does not currently use Form 3837, but is considering doing so in the future. If they elect to use the form, it is probable the suggested abbreviations will also be adopted in order to maintain consistency in OP and CCS verification procedures.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$25 Award (MODERATE/LIMITED).

D. Decision of the Chairman

STATINTL

  
Chairman, Suggestion and Achievement  
Awards Committee

15 Apr 77  
Date

25. -  
Award

Att

|  |                          |                      |        |        |  |
|--|--------------------------|----------------------|--------|--------|--|
| NAME OF EMPLOYEE   |                          | OFFICE               |        | COVERT |  |
|  |                          |                      |        |        |  |
| Approved For Release 2001/09/04 : CIA-RDP80-00706A000100130001-1 |                          |                      |        |        |  |
| INQUIRY<br>DATE  | INFORMATION REQUESTED BY | INFORMATION RELEASED |        |        |  |
|  |                          | EMPL.                | SALARY | OTHER  |  |
|  |                          |                      |        |        |  |
| FORM 3837 9-75 PRIVACY ACT RECORD OF INQUIRY AND DATA RELEASED   |                          |                      |        |        |  |

Example #1

|  |                          |                             |     |        |       |
|--|--------------------------|-----------------------------|-----|--------|-------|
| NAME OF EMPLOYEE   |                          | OFFICE                      |     | COVERT |       |
|  |                          |                             |     |        |       |
| INQUIRY<br>DATE  | INFORMATION REQUESTED BY | DATA VERIFIED AND/OR DENIED |     |        |       |
|  |                          | EMPL.                       | EOD | SAL    | TITLE |
|  |                          |                             |     |        |       |
| FORM 3837 9-75 PRIVACY ACT RECORD OF INQUIRY AND DATA RELEASED |                          |                             |     |        |       |

Example #2

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-278: dated 19 March 1974  
[REDACTED], GS-11  
Computer Programmer

STATINTL

dated 24 April 1974  
[REDACTED], GS-11  
Photo Technologist  
Directorate of Science and  
Technology/NPIC

STATINTL

A. Summary of Suggestion

Collect the blank pages run in each computer listing, cut the sheets into a usable size and use them for scratch paper.

B. Evaluation

1. NPIC originally declined these suggestions in 1974 because the entire process depended on a volunteer to pick up the scrap paper, check for classified information left on the discarded scraps, and take the paper to be cut and assembled in pads. No office was willing to assign this task; therefore, the NPIC Suggestion Panel concluded that a voluntary program was apt to be temporary.

2. Recently, it was brought to the attention of the NPIC Panel that the collecting of waste computer paper and having it processed into scratch pads is still being done in both suggesters' areas.

3. NPIC/PSG/Lithographic Services Branch receives one or two boxes of waste computer paper to be processed into scratch pads about twice a month. The requests come from three offices (PSG/CSD, TSG/APSD, and TSG/PD). The total volume is six boxes per month or 420 pads.

4. The three supplying offices have not had any security problems and no additional time has been required to pick up, check and separate the paper and take the boxes to PSG/LSB. The offices sort the paper during lunch/breaktime or while the DCT is printing. This process takes only three or four hours per month.




5. NPIC has been unable to determine whether there has been a decrease in the purchase of commercially made pads; therefore, they recommended a \$50 award based on MODERATE/LIMITED intangible benefits.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$50 award (MODERATE/LIMITED).

D. Decision of the Chairman

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Chairman, Suggestion and Achievement  
Awards Committee

15 Apr 77  
Date

50. —  
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-294: dated 11 February 1977

GS-05

STATINTL

FPO

Directorate of Administration/OS/

FPO

A. Summary of Suggestion

1. Background

A new guard shed was installed by GSA at the Headquarters Visitors' Parking Lot in October 1976. The shed was placed on the left side of the lot entrance; the former shed was on the right side, and cars entering stayed to the right to report to the guard. Movement of the shed to the left side caused some cars entering to go to the left side of the entrance so the driver could speak to the guard. Several near accidents were witnessed by the guards as cars were exiting the lot on the left side.

2. Suggestion

Paint a divider line at the entrance to the Visitors' Parking Lot to guide vehicles entering to keep to the right.

B. Evaluation

1. OS approved the suggestion subject to OL concurrence. OL/LSD said that a yellow line was painted at the entrance to the lot on 11 March 1977.

2. The CIA Safety Officer, rates this as a minor safety improvement at the \$25 award level.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$25 Advisory Award.

#### D. Decision of the Chairman

STATINTL

Chairman, Suggestion and Achievement  
Awards Committee

15 Apr 77

Date \_\_\_\_\_

25.-

Award

SECRET

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-338: dated 10 March 1977

GS-11

25X1A

TO General

Directorate of Intelligence/ORPA

A. Summary of Suggestion

Develop a table of contents for the OSR publication "Military Developments". The format of the publication, with articles not separately paged, made it difficult to find articles.

B. Evaluation

1. OSR implemented the suggestion to include a "Table of Contents" in "Military Developments", sample attached. The publication is issued in-house on an ad hoc basis. It is printed about two or three times weekly with a distribution of approximately 200 copies.

2. OSR rated intangible benefits MODERATE/LIMITED.

C. Recommendation of the Executive Secretary

1. Not line of duty.

2. \$50 award (MODERATE/EXTENDED).

D. Decision of the Chairman

25X1A

\_\_\_\_\_  
Chairman, Suggestion and  
Achievement Awards Committee

15 Apr 77  
\_\_\_\_\_  
Date

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(Material in the articles is drawn from more highly classified sources. The titles, however, can be handled at SECRET level.)

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*Staff Notes: Military Developments* are prepared for the internal use of CIA and reflect the immediate views of analysts in the Office of Strategic Research. Observations and queries may be directed to the analyst named following each item.

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March 3, 1977

Secret

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(Material in the articles is drawn from more highly classified sources. The titles, however, can be handled at SECRET level)

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*Staff Notes: Military Developments* are prepared for the internal use of CIA and reflect the immediate views of analysts in the Office of Strategic Research. Observations and queries may be directed to the analyst named following each item.

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March 9, 1977